

EDITED KSA LISTING

CLASS: CHIEF OF DAY LABOR PROGRAM (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Advanced knowledge of the development, implementation and monitoring of policy and procedures in order to ensure consistency and conformity in construction project operations statewide.
K2	Advanced knowledge of the components of leadership and employee motivational techniques in order to direct and motivate staff involved in construction project work.
K3	Extensive knowledge of principles and practices of organizational development and administration in order to manage a statewide construction/inmate employment program.
K4	Advanced knowledge of principles and practices of budgeting, accounting and procurement in order to manage a statewide construction/inmate employment program.
K5	Advanced knowledge of safety orders and regulations applicable to the security and operations of correctional facilities in order to ensure the IWLP maintains safe and secure environments in its project and work locations.
K6	Extensive knowledge of principles and practices of personnel management in order to supervise and manage personnel.
K7	Advanced knowledge of materials, equipment, tools, methods, staffing and processes required/used in the construction industry and all types of structures (e.g. wood, steel frame, masonry and concrete, etc) in order to provide statewide management.
K8	Advanced knowledge of construction contracting practices, including estimating, bidding processes, division of work, scheduling and organizing construction work, principles, techniques and processes of dispute resolution and quality control in order to resolve contract issues and properly coordinate (e.g. establish, schedule, monitor, inspect, approve progress payments, etc.) the performance of contracted work.
K9	Advanced knowledge of cost analysis, estimating, critical path scheduling, projection methods, procedures and techniques and other construction management practices and principles in order to manage a statewide construction program.
K10	Advanced knowledge of various building trades (e.g., carpentry, masonry, plumbing, iron working, welding, heating, ventilating, electrical work, painting, etc.) in order to develop, implement, monitor statewide policies regarding building trade labor.
K11	Advanced knowledge of various codes and safety orders applicable to the building construction industry to ensure that the Inmate/Ward Labor Program (IWLP) construction is completed safely and in compliance with code.

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	Knowledge of (cont.):
K12	General knowledge of personal computers and related software programs (e.g. Microsoft Project, Excel, etc.) in order to effectively produce schedules, status reports, estimates, budgeting documents, accounting records, etc.
K13	Comprehensive knowledge of the principles of effective verbal, written, and group communications to accurately and effectively communicate job related information.
K14	General knowledge of training techniques in order to effectively train employees and staff.
K15	General understanding of the supervisor's role in the Equal Employment Opportunity Program in order to meet equal employment opportunity objectives.
K16	General knowledge of math in order to calculate material quantities for estimating and purchasing purposes.
K17	General knowledge of drafting techniques necessary to clarify details for construction.
K18	General knowledge of operating a motor vehicle for transporting of materials, tools, equipment and personnel.

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	Skill to:
S1	Manage the work activities of a complex program to meet operational goals and objectives.
S2	Display leadership, make decisions, be creative, take initiative and be flexible.
S3	Research a wide variety of technical data, including codes, standards, and material specifications, etc. to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Chief of Day Labor Program (CF).
S4	Analyze a wide variety of technical data, including project plans, cost estimates and materials specifications to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Chief of Day Labor Program (CF).
S5	Plan, organize, direct and evaluate the work of others in order to accomplish construction projects within budget and schedule.
S6	Read, understand and interpret construction plans and specifications to accomplish construction projects.
S7	Develop effective policy and procedures in order to ensure consistency and conformity with the construction project operations.
S8	Effectively communicate (written/verbally/listening) for the purpose of disseminating, sharing and receiving information and to establish and maintain the respect and cooperation of others.
S9	Establish and maintain professional relationships with staff, consultants, contractors, and representatives of governmental agencies, facility personnel and others to gain cooperation.
S10	Detect deviations from plans and specifications by inspection/observation to maintain quality control of construction projects.
S11	Inspect and evaluate the work of contractors in order to ensure compliance with contract documents.
S12	Maintain and organize project records accurately in order to reference, access information and provide reports.
S13	Prepare correspondence and write clear and comprehensive reports to effectively communicate project status and issues.
S14	Evaluate skill level of individuals for the purpose of hiring personnel.
S15	Thoroughly analyze information and situations in order to determine and implement effective and appropriate courses of action.
S16	Develop and evaluate alternatives in order to recommend the most effective and appropriate course of action.

Bold text-indicates not on Classification Spec.

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	Skill to (cont.):
S17	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.
S18	Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.
S19	Evaluate the safe operation of construction tools and equipment to accomplish project work.
S20	Accurately calculate material quantities for estimating and purchasing purposes.
S21	Drafting skills necessary to clarify/create construction details.

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	Ability to:
A1	Safely maneuver about and around construction environments (e.g., uneven ground, trenches, cords, wires, rebar, etc.) in order to supervise/inspect construction activities.
A2	Climb to perform inspection duties at project sites.

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	Special Personal Characteristics:
SPC1	Willingness to travel.
SPC2	Provide leadership with tact and patience.
SPC3	Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.
SPC4	Interest in providing meaningful and productive work experience/training for inmates/wards.
SCP5	Keenness of observation and physical stamina.